

CITY OF HAYWARD
SR. HUMAN RESOURCES ANALYST/AFFIRMATIVE ACTION SPECIALIST

DEFINITION:

To provide specialized assistance in the planning and implementation of a comprehensive program of affirmative action in all aspects of employment activity including job analysis, recruitment, testing and selection of employees and to perform other related duties as required.

SUPERVISION:

Direction is provided by the Human Resources Director. The position provides functional supervision for personnel involved in the recruitment and selection of employees and other aspects of personnel administration concerned with the City's affirmative action program.

ESSENTIAL DUTIES:

Essential responsibilities and duties may include, but are not limited to the following:

1. Provides specialized assistance in the development of comprehensive affirmative action recruitment plans, including selected outreach activities, for all examination efforts, with particular emphasis upon occupations where under utilization of minorities and women exists.
2. Plans and implements a comprehensive program for the identification and subsequent utilization of affirmative action recruitment resources including but not limited to print and broadcast media, minority and female organizations, educational institutions, community groups and other employees.
3. Plans, organizes and participates in the work of professional, technical and clerical employees in recruitment, selection and job element analysis programs with particular emphasis upon affirmative action considerations.
4. Plans and participates in the validation and upgrading of selection techniques to insure maximum possible job relatedness.
5. Plans, coordinates and participates in a program of job element analysis and classification review to insure valid and relevant employment standards.
6. Prepares, analyzes and interprets statistical and narrative reports required by the City's affirmative action plan and other government agencies.
7. Participates in providing affirmative action training to supervisors and employees.

8. Assists in classification, compensation and special project activities as required.

QUALIFICATIONS:

Knowledge of:

- A. Principles and practices of personnel administration.
- B. Methods, techniques and procedures utilized in recruitment and selection, classification, job analysis and salary administration.
- C. Laws and regulations pertaining to employee selection and equal opportunity employment.
- D. Statistical concepts and methods.
- E. Concepts and implementation of affirmative action programs.

Ability to:

- A. Communicate clearly and concisely, both orally and in writing.
- B. Devise comprehensive and effective affirmative action recruitment plans.
- C. Devise and administer valid examination processes for the selection and promotion of employees.
- D. Analyze and describe and accurately classify complex occupations and organizational staffing patterns.
- E. Prepare and interpret complex statistical and narrative reports.
- F. Display a clear understanding and empathy for the employment problems of minorities, women, handicapped and other classes of person which have experienced disadvantage in employment.
- G. Establish effective working relationships with supervisors and employees, community groups and organizations, educational institutions and communications media.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional and technical personnel work involving recruitment and testing and job analysis where affirmative action considerations were strongly emphasized.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in personnel, business or public administration or closely related field.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

PROBATIONARY PERIOD: One Year

1155CS85

February 1985

APP GROUP

FPPC STATUS

FLSA STATUS Exempt